CollegeBoard

CSDE
CONNECTICUT STATE DEPARTMENT OF EDUCATION

Using SSD Online

A How-to Guide for the Spring 2021 Connecticut SAT School Day

You may not hear audio at this time.

Session Overview

This session will provide:

- An overview of the refreshed SSD Online system
- Steps for completing key activities in SSD Online
- Q&A
  - To ask questions, type question in the Q&A box (**not** the chat box) at any time

This session is being recorded.

- Recording and slides will be shared with SSD Coordinators on December 4th

For detailed information about College Board accommodation types, see the recording of the Implementation Overview.

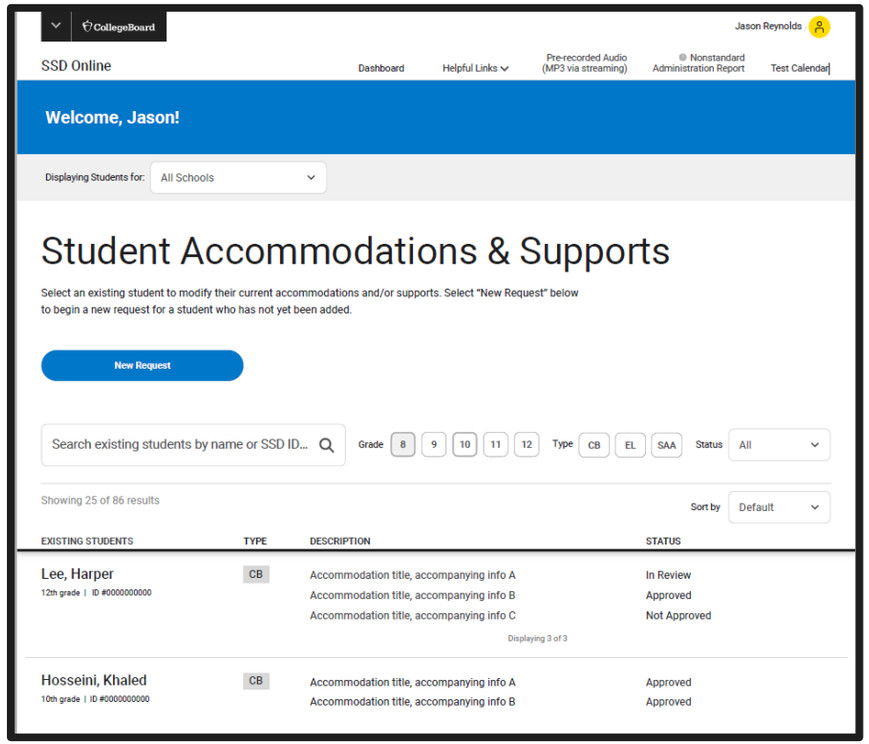
General Information

ITEM	DEADLINE
College Board Accommodation Requests	February 2nd, 2021
EL Time and One-Half (+50%) requests	February 12th, 2021

Some processes are unique to the Connecticut SAT School Day:

- If you are asked to submit documentation to support a request, please upload this form.
- If there is a special case in which a student requires accommodations beyond those that are provided by the College Board, contact Deirdre Ducharme at Deirdre.Ducharme@ct.gov for information about the Special Documented Accommodations process.
- Students who elect to test without accommodations require a written statement signed by a parent/guardian or by the student, if over 18 years of age. These letters should be filed and maintained locally.

New This Year



SSD Online System Refresh

- SSD Online has a modern, streamlined user experience.
  - User-friendly dashboard with improved filtering and access to student information.
  - Simplified accommodations request process.
  - Updates to accommodation names for greater clarity.
- The way you access it remains the same.
- A step-by-step training e-module is available will be available in SSD Online.
- Updates will launch the week of December 14th

New This Year

Some Accommodation Names Updated

You may see certain accommodations referred to in new ways (how they're administered won't change):

a. 50% extended time is now "time and one-half (+50%)."
b.100% extended time is now "double time (+100%)."
c. Braille graphs and figures is now "raised line drawings."
d. Magnifiers and magnifying machines are now "non-electronic magnification devices" and "electronic magnification devices," respectively.
e.MP3 audio is now "pre-recorded audio (MP3 via streaming)."
f. Large-block answer sheet is now "large-print answer sheet."
g. Written copy of oral instructions is now "printed copy of verbal instructions."

New This Year

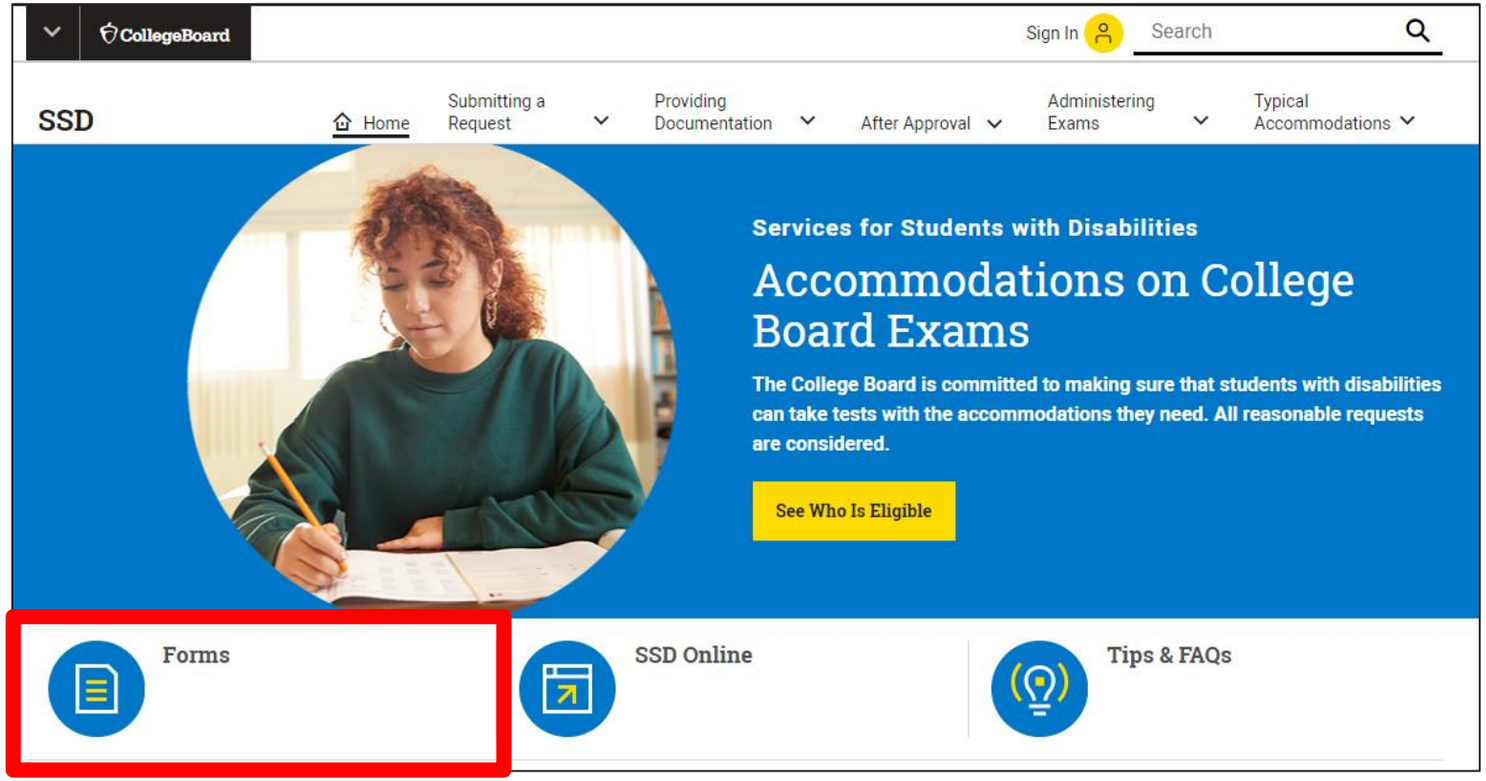
Accessing Printed Copy of Verbal Instructions

A downloadable copy of the test directions is now available in SSD Online.

- The SSD coordinator can print these out for students approved for a printed copy of verbal instructions, SSD code 041.
- *This is not the same as the translated test directions that are available as an EL support which does not require a request in SSD Online.*

Accessing SSD Online

New SSD Coordinators

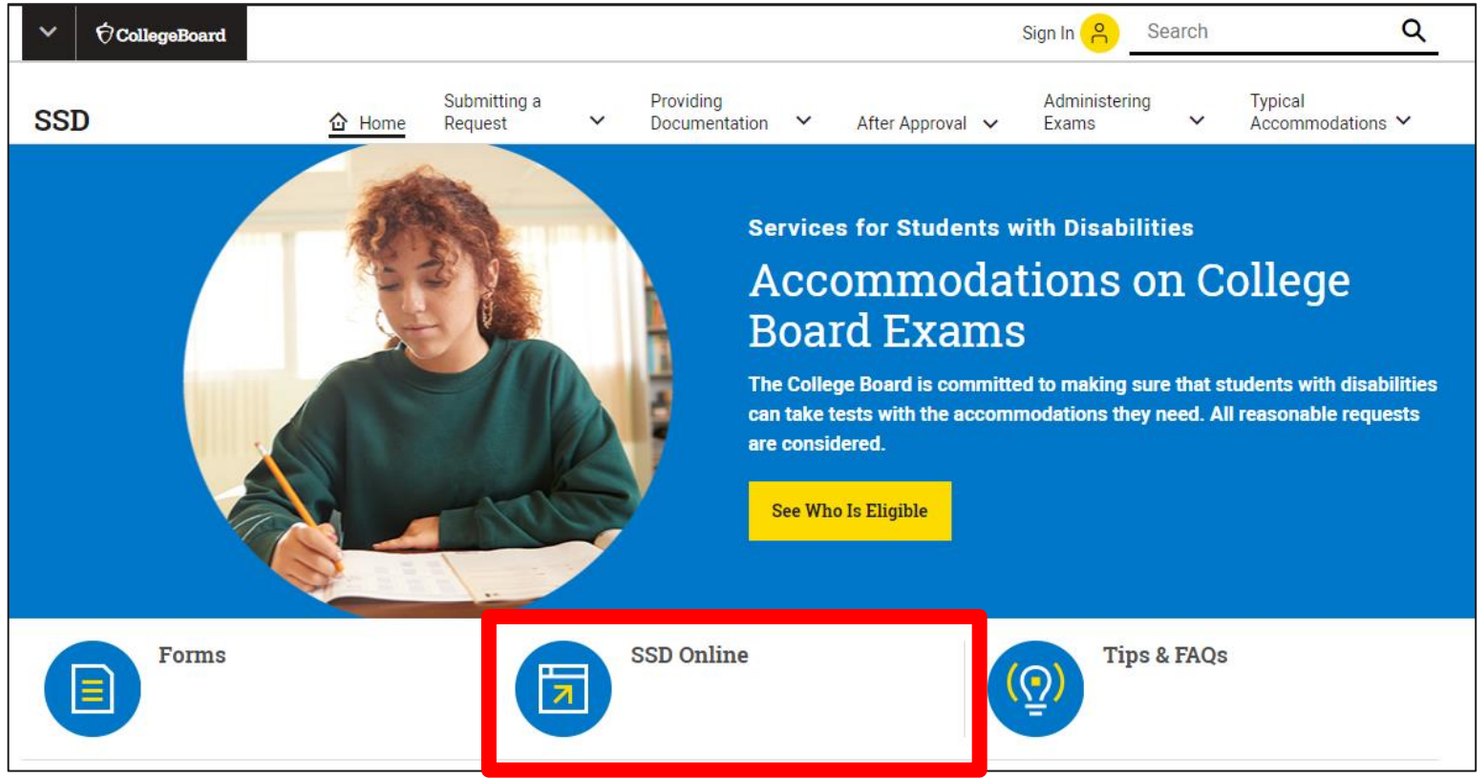


collegeboard.org/ssd

Establish an Educator Professional Account

Accessing SSD Online

Returning SSD Coordinators



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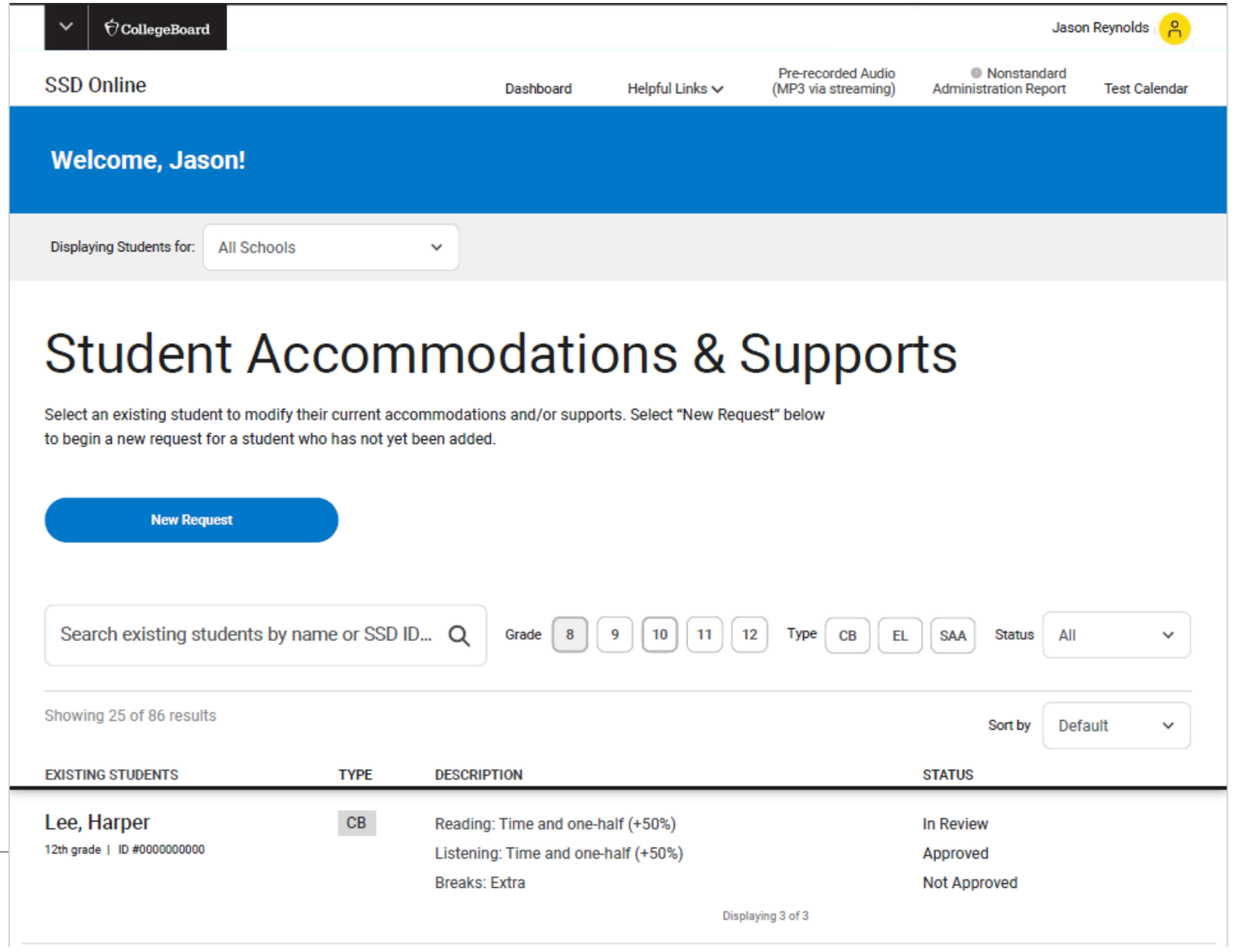
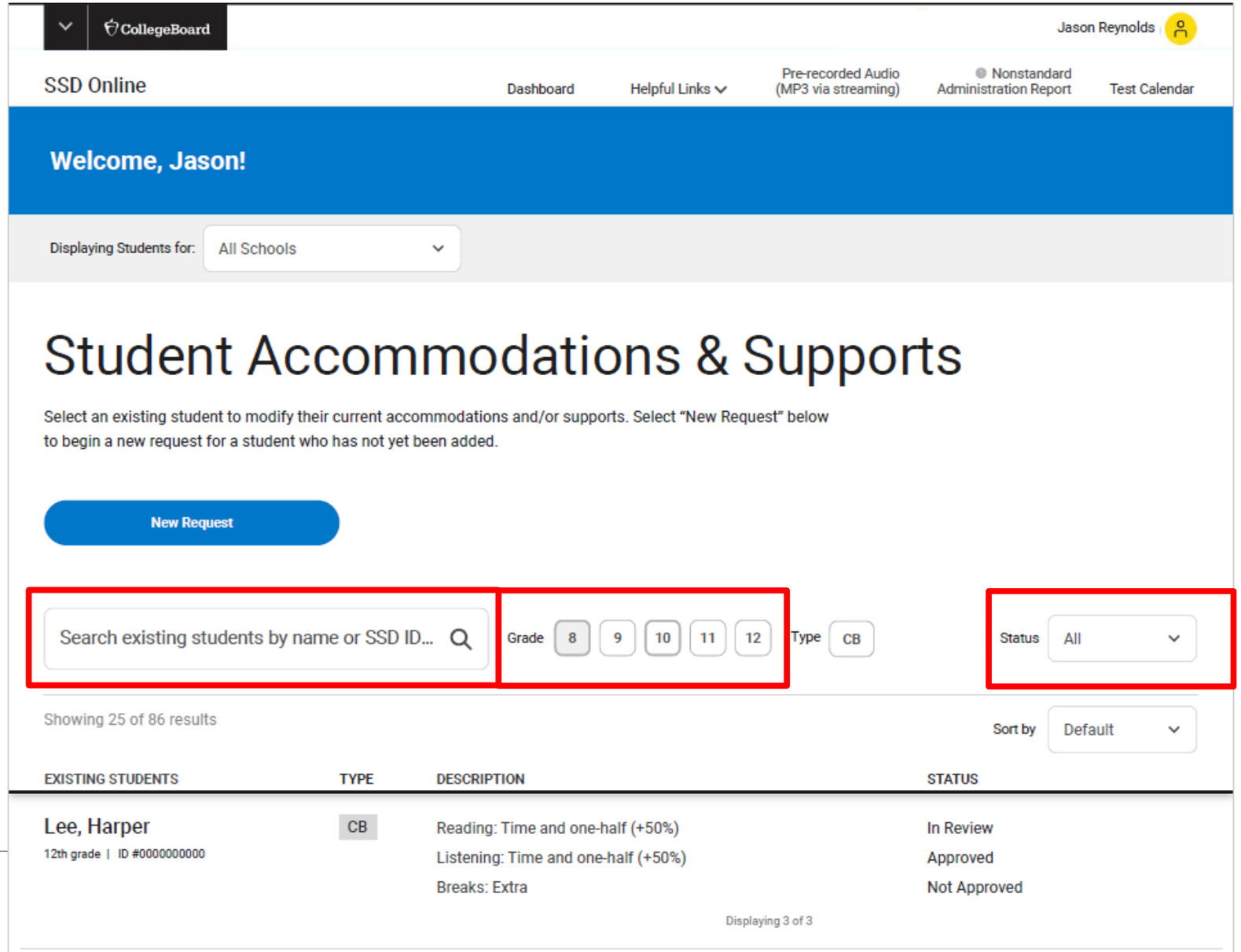
Confirm Access to SSD Online

Navigating the Dashboard



- Submit Requests
- Monitor Requests
- Print Reports

Navigating the Dashboard



- Search for a Student by Name
- Filter by Grade
- Filter by Status
- View Student Profile

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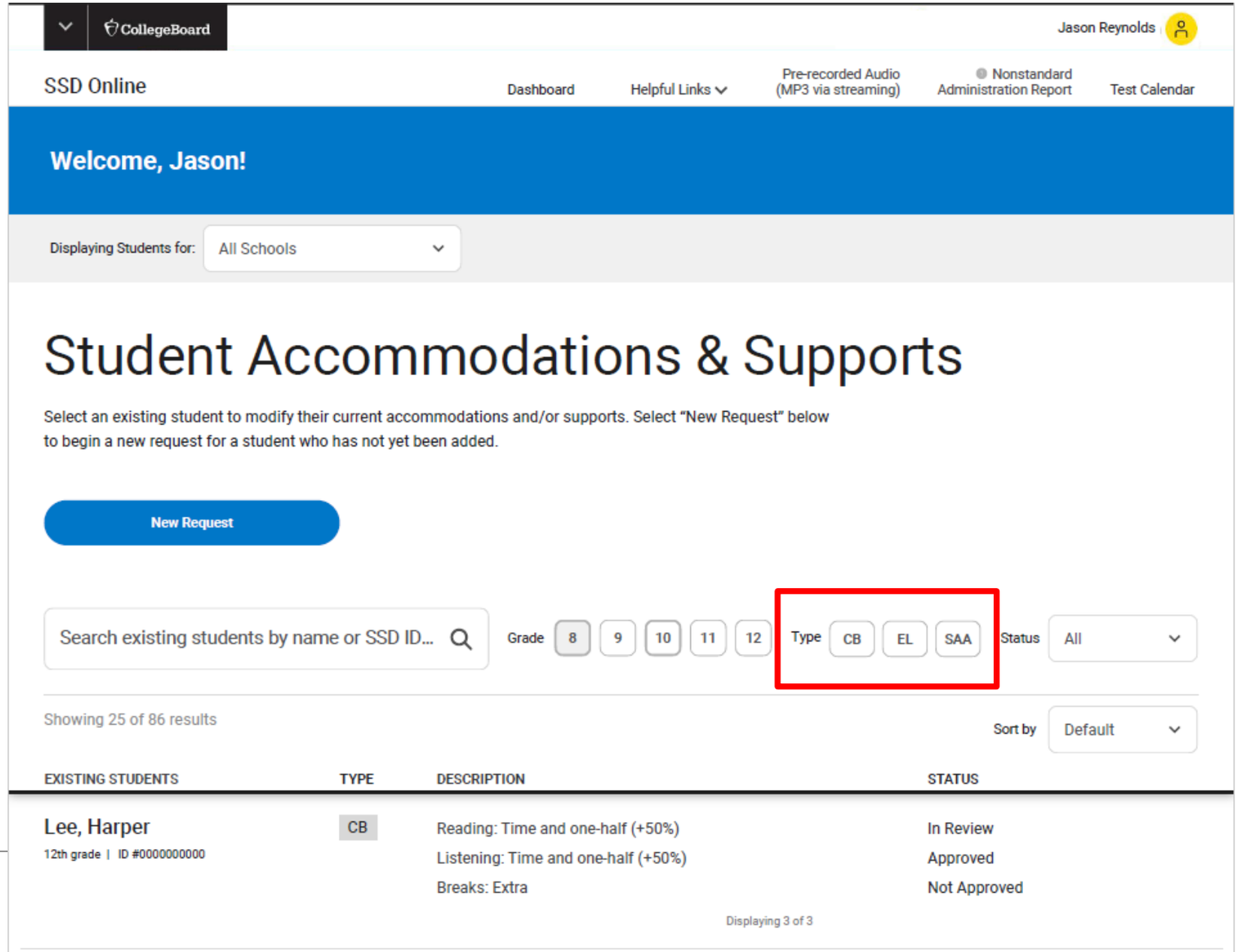
Navigating the Dashboard



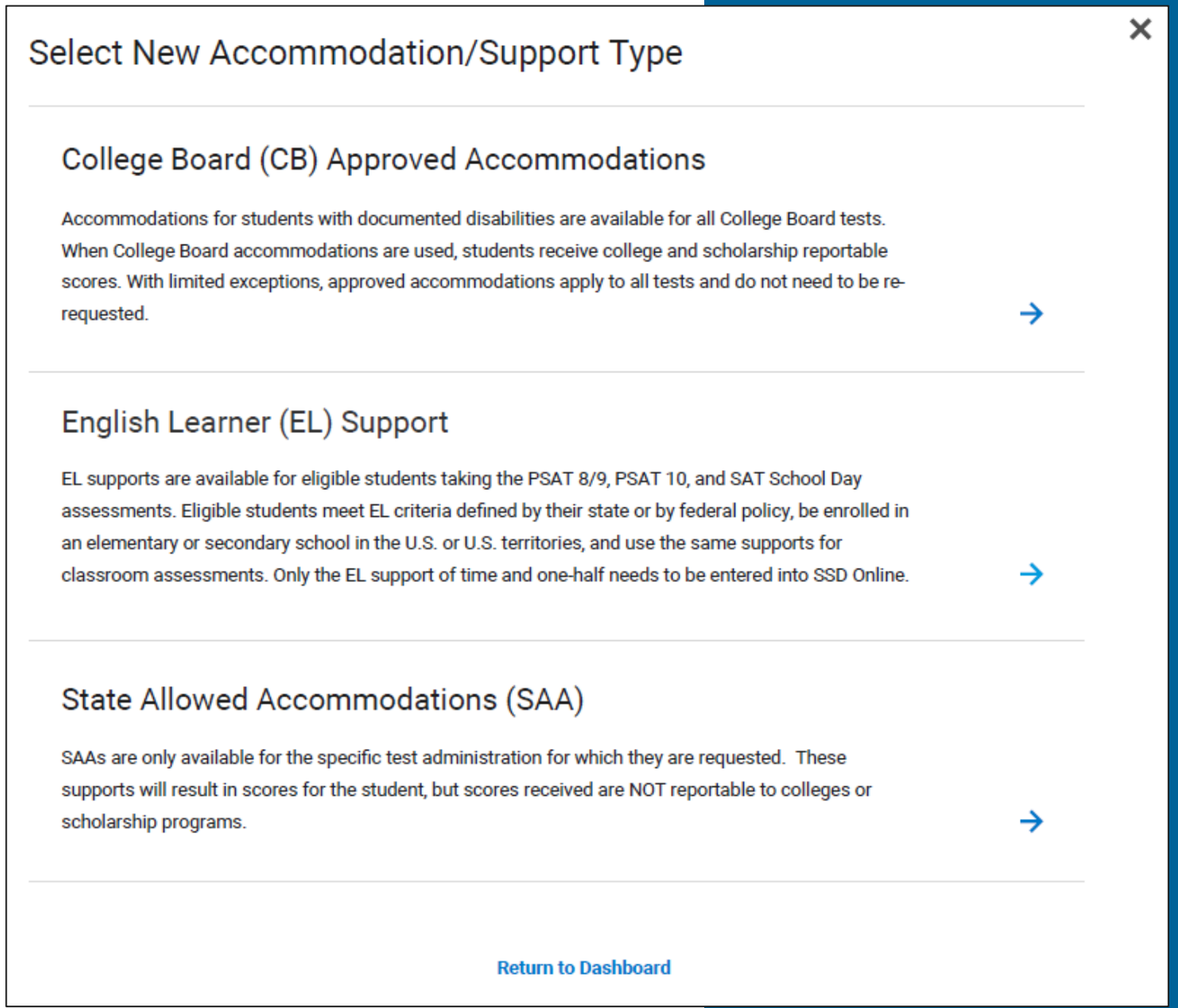
Use the Navigation Bar to access other key information or to return to the Dashboard

A Single Integrated Dashboard

Monitoring the Dashboard – Preparing Requests

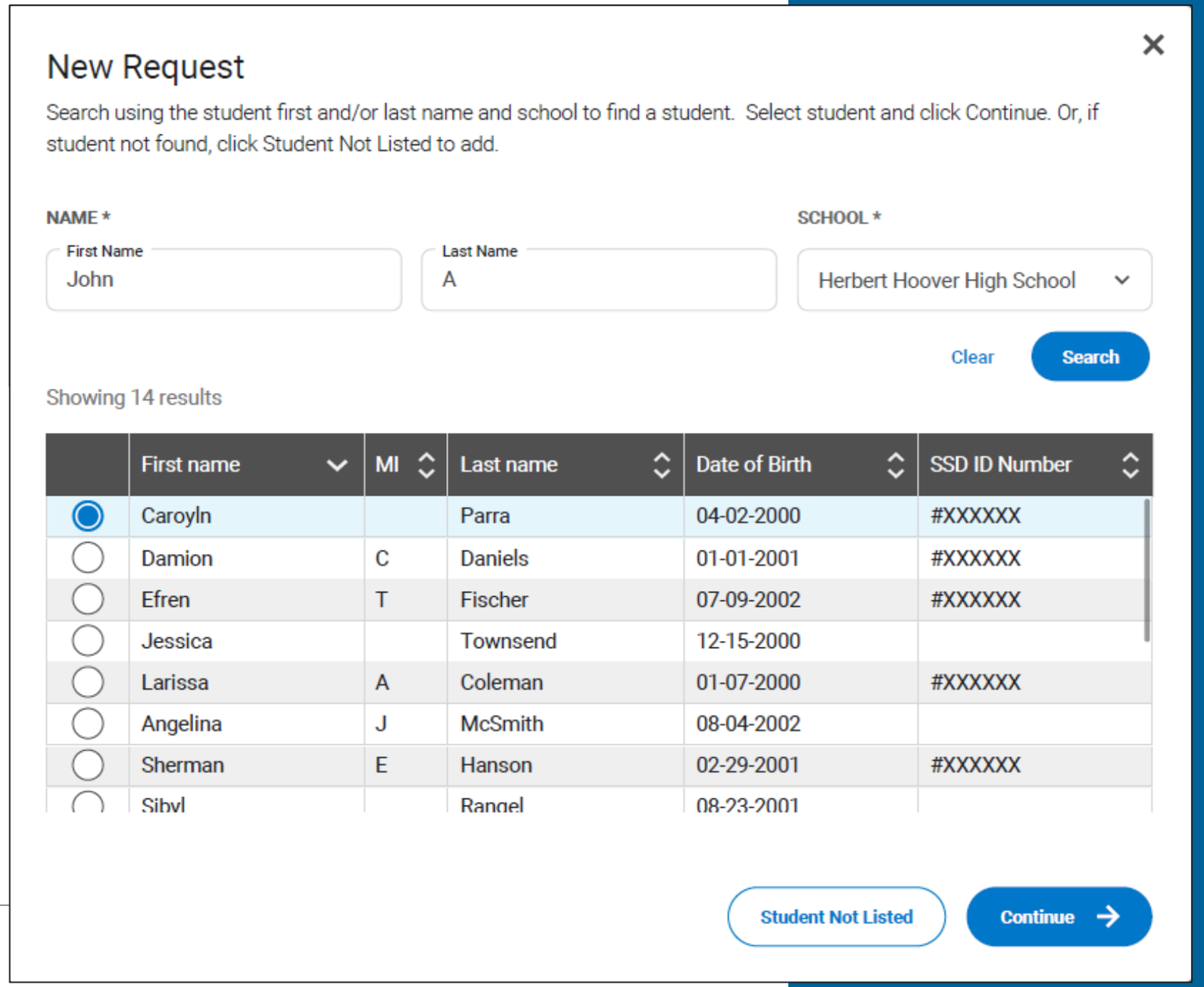
- **Is the student listed in SSD Online?**
- **Is the student information correct?**
- **Does the approved accommodation match the student's current plan?**

Submit New Request

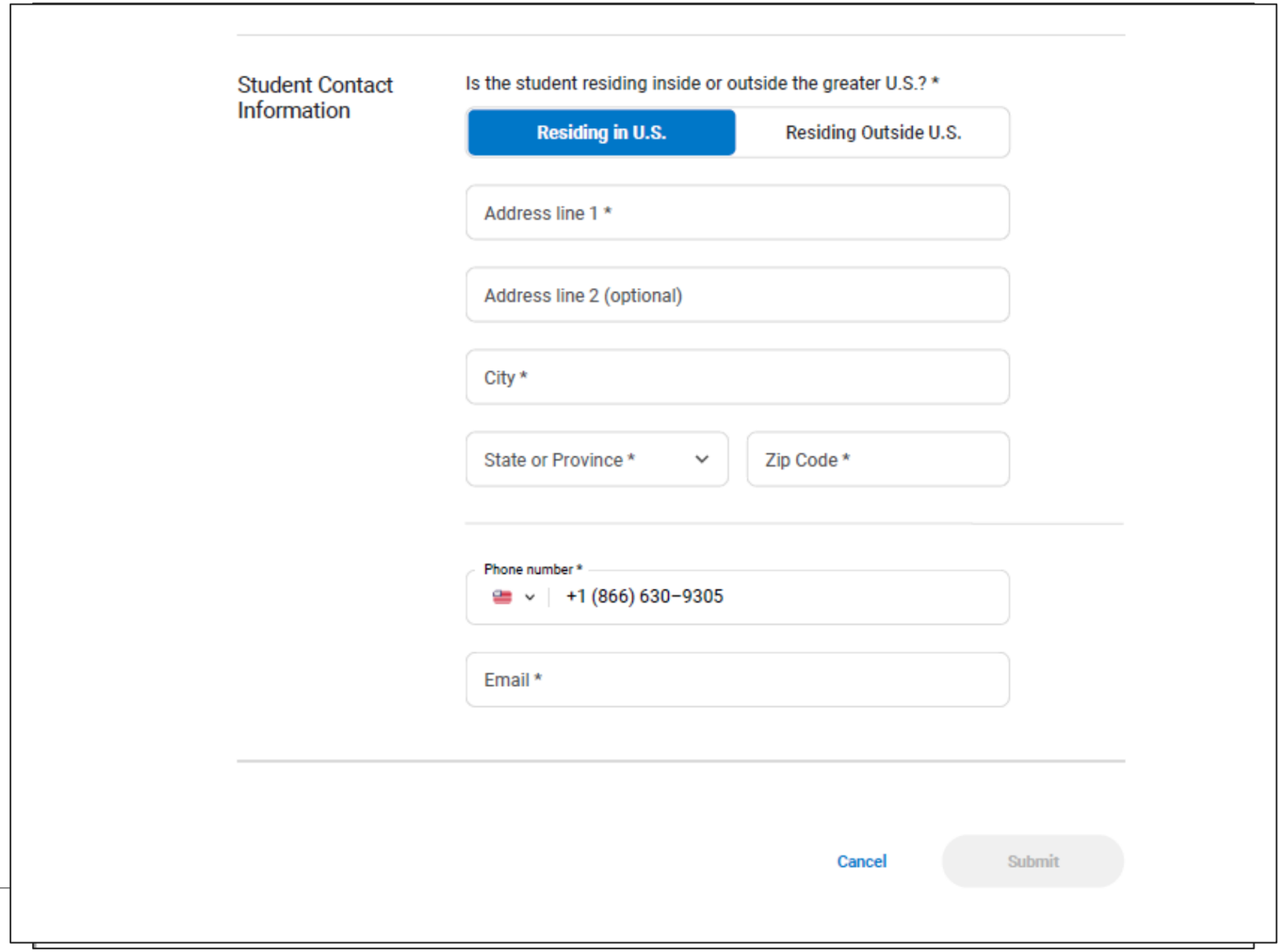


Search for Student

- **Search for a student using first and last name**
- **Select the student or student not listed**



Add Student



- Enter Student Information
- Enter Contact Information

Required Information

- **Obtained Consent**

  You need to obtain consent from the student's parent/guardian. If you do not have parent/guardian approval through the student's IEP, 504 or other school documentation, then the school should maintain the completed, signed form with the student's records. The signed form does not need to be sent to the College Board. If the student is 18 or over, the student may grant consent to share student information with the College Board.

  Download Parental Consent Form →

Do you have Parent/Guardian Consent for this accommodation request (or student consent, if 18 or older)? *

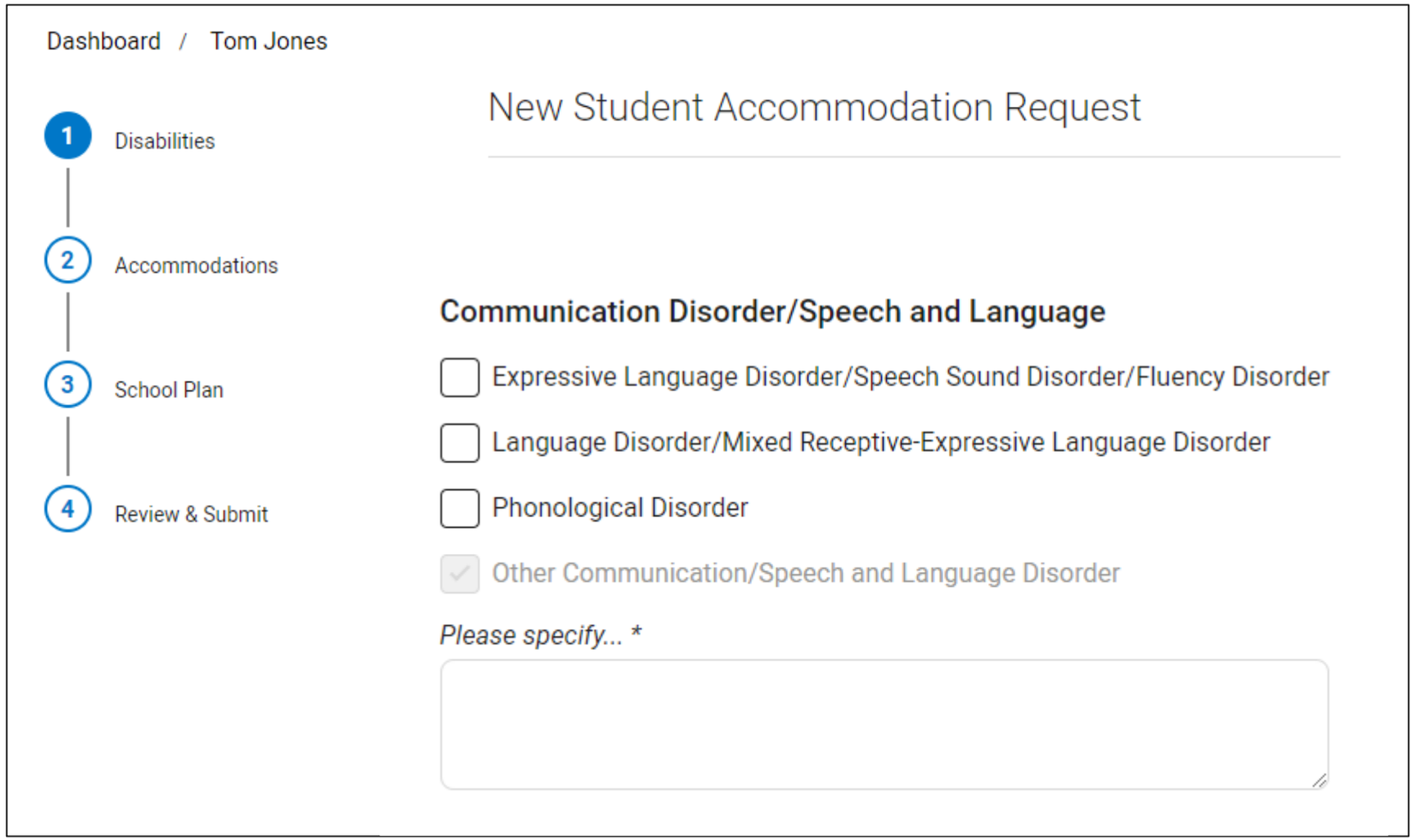
Back | Start New Accommodation Request

- Disability Information
- Plan Information
- Connecticut Documentation Form
- Parent Consent

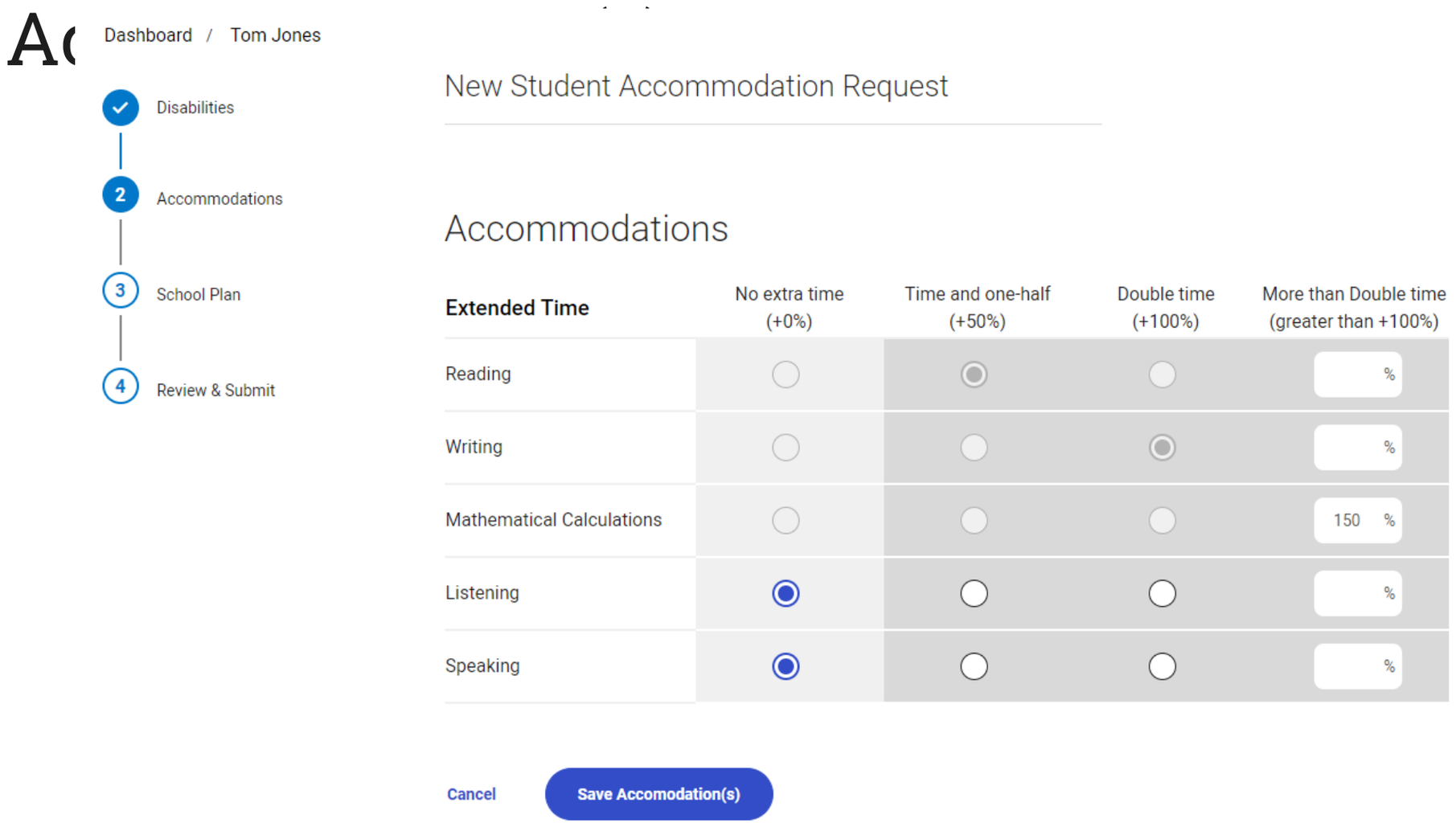
Start the Request

- **Provide Disability**
- **Identify Accommodations**
- **Provide Plan Information**
- **Review and Submit the Request**

Identify the Disability



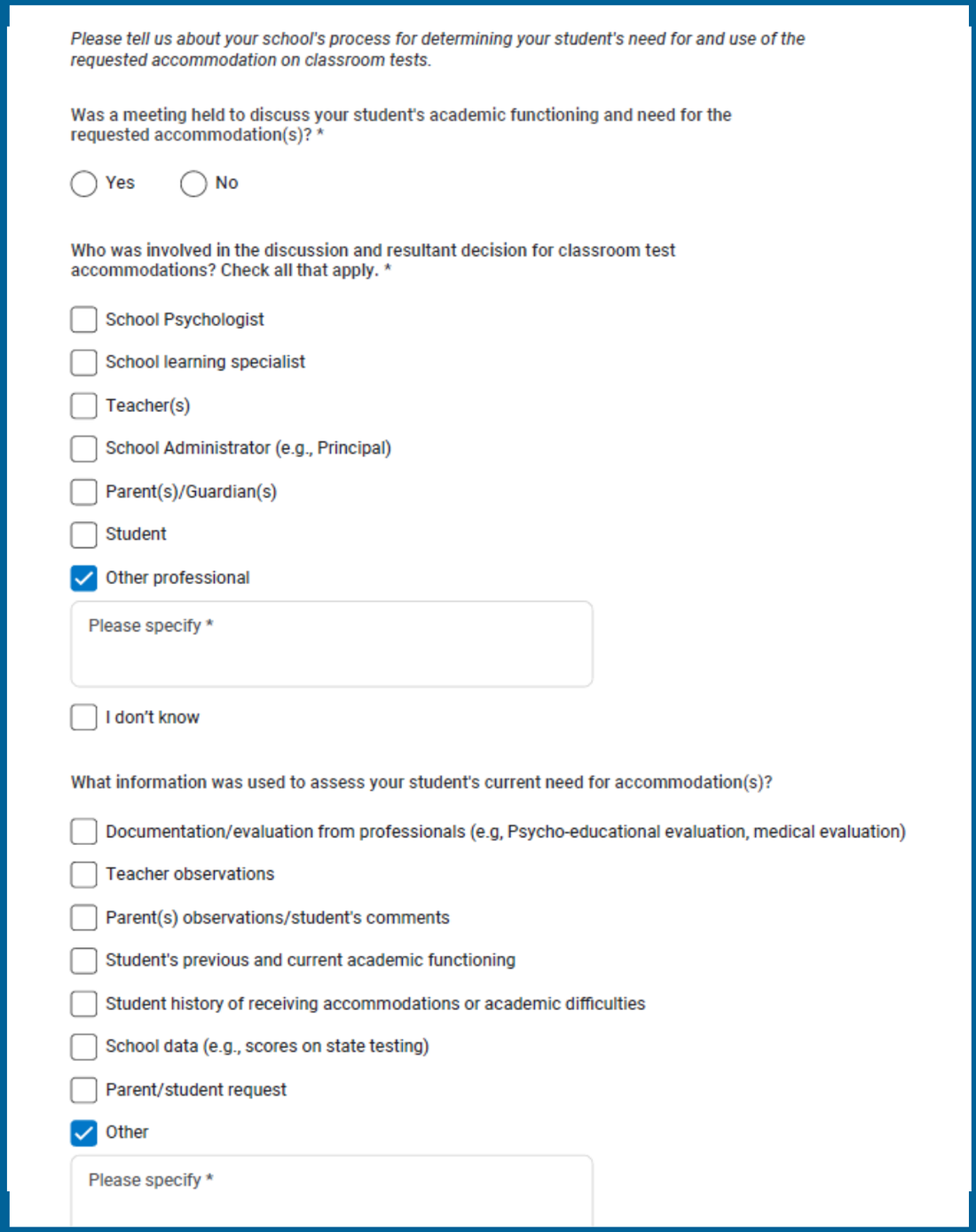
Select the Ac



- Extended Time
- Extra/Extended Breaks
- Reading/ Seeing Text
- Recording Answers
- Modified Setting
- Other

Enter School Plan Information

- **Answer Questions about the Student's Plan**
- **Indicate if the Requested Accommodations are in the Plan and Used on Classroom Tests**
- **Provide Information about the Process for Determining the Student's Need**



Please tell us about your school's process for determining your student's need for and use of the requested accommodation on classroom tests.

Was a meeting held to discuss your student's academic functioning and need for the requested accommodation(s)? *

◯ Yes ◯ No

Who was involved in the discussion and resultant decision for classroom test accommodations? Check all that apply. *

- ☐ School Psychologist
- ☐ School learning specialist
- ☐ Teacher(s)
- ☐ School Administrator (e.g., Principal)
- ☐ Parent(s)/Guardian(s)
- ☐ Student
- ☑ Other professional

Please specify *

- ☐ I don't know

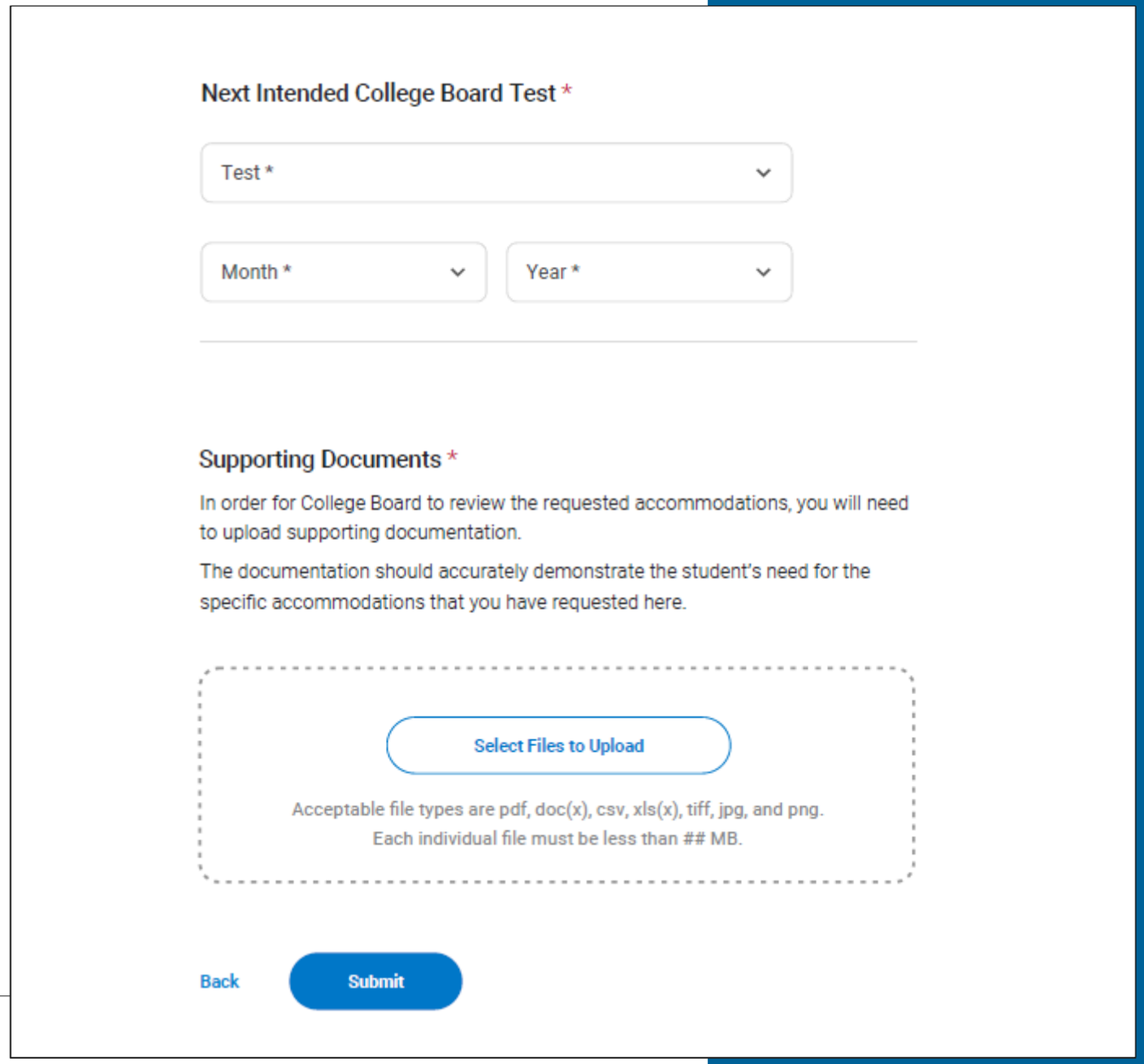
What information was used to assess your student's current need for accommodation(s)?

- ☐ Documentation/evaluation from professionals (e.g, Psycho-educational evaluation, medical evaluation)
- ☐ Teacher observations
- ☐ Parent(s) observations/student's comments
- ☐ Student's previous and current academic functioning
- ☐ Student history of receiving accommodations or academic difficulties
- ☐ School data (e.g., scores on state testing)
- ☐ Parent/student request
- ☑ Other

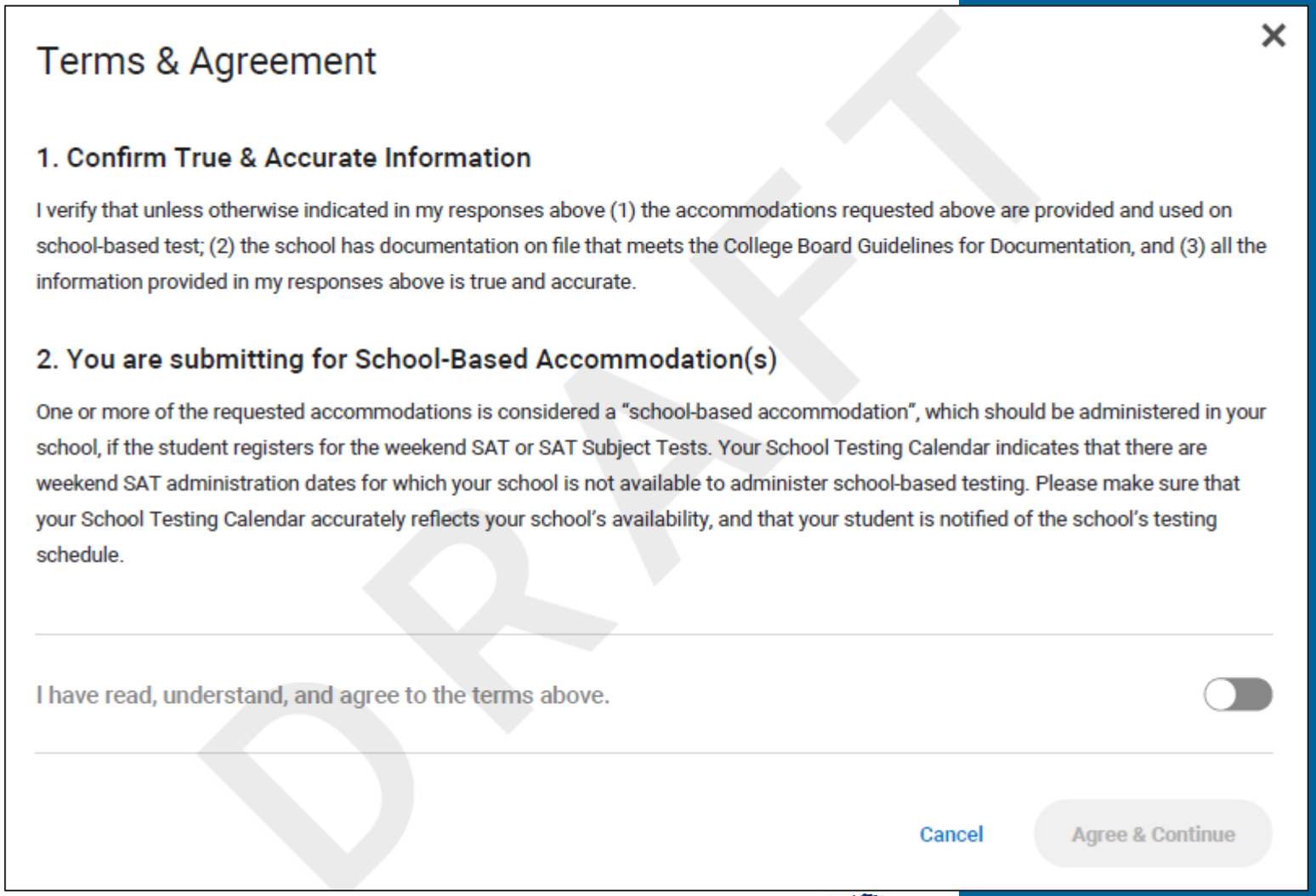
Please specify *

Review and Submit

- **Verify the Information Entered is Accurate**
- **Identify the Student's Next Intended College Board Test**
- **Upload CT SAT Documentation Form (if asked for Documentation) and Submit**



Terms and Agreement



Receiving Approval

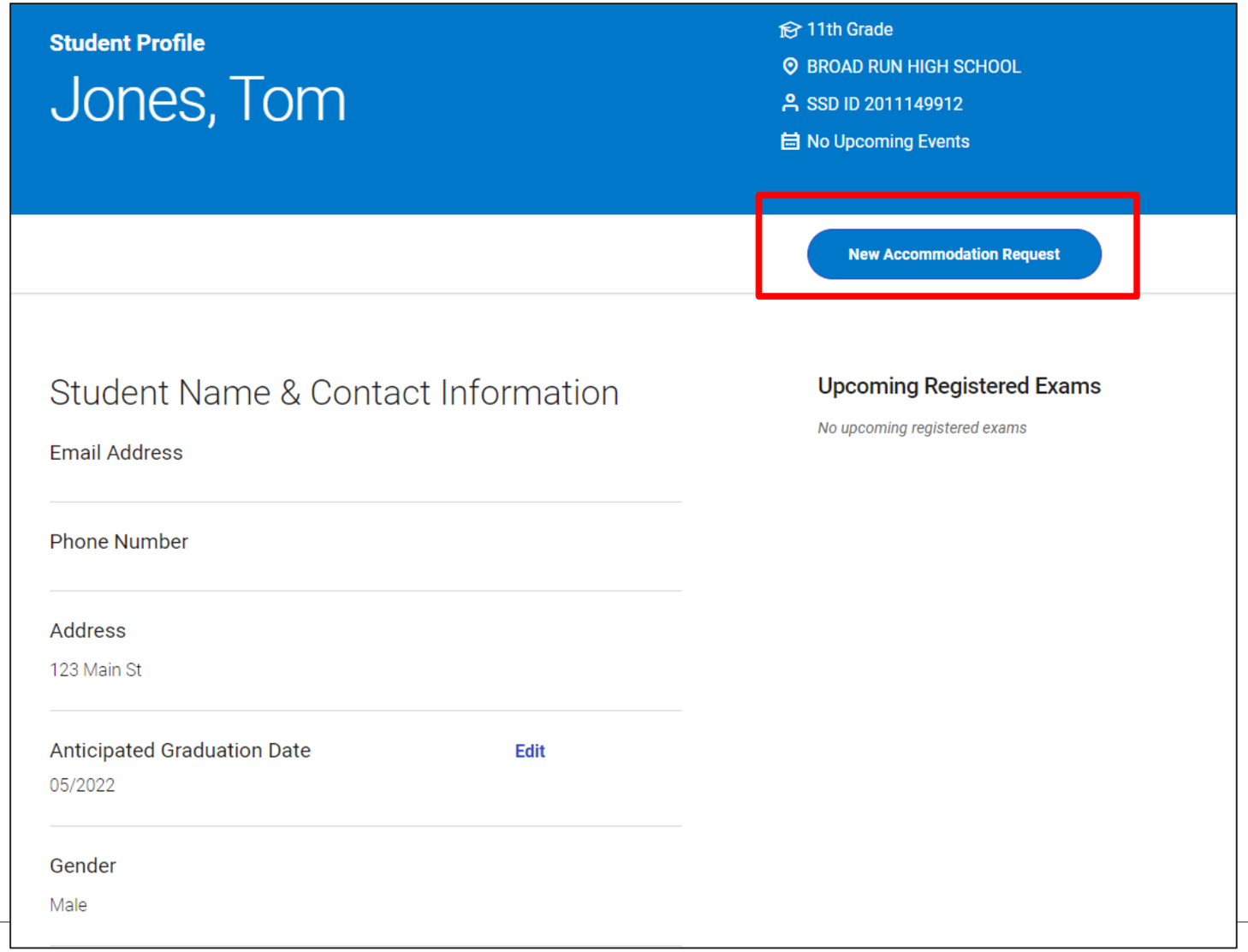
- **View the Approval on the Student Dashboard**
- **View the Approval and Decision Letter in the Student Profile**

Updating Student Information

- **Update Graduation Date in the Student Profile on the Dashboard**

- **For Instructions on Updating a Student's Name Call College Board at 844-255-7728**

Requesting a Change

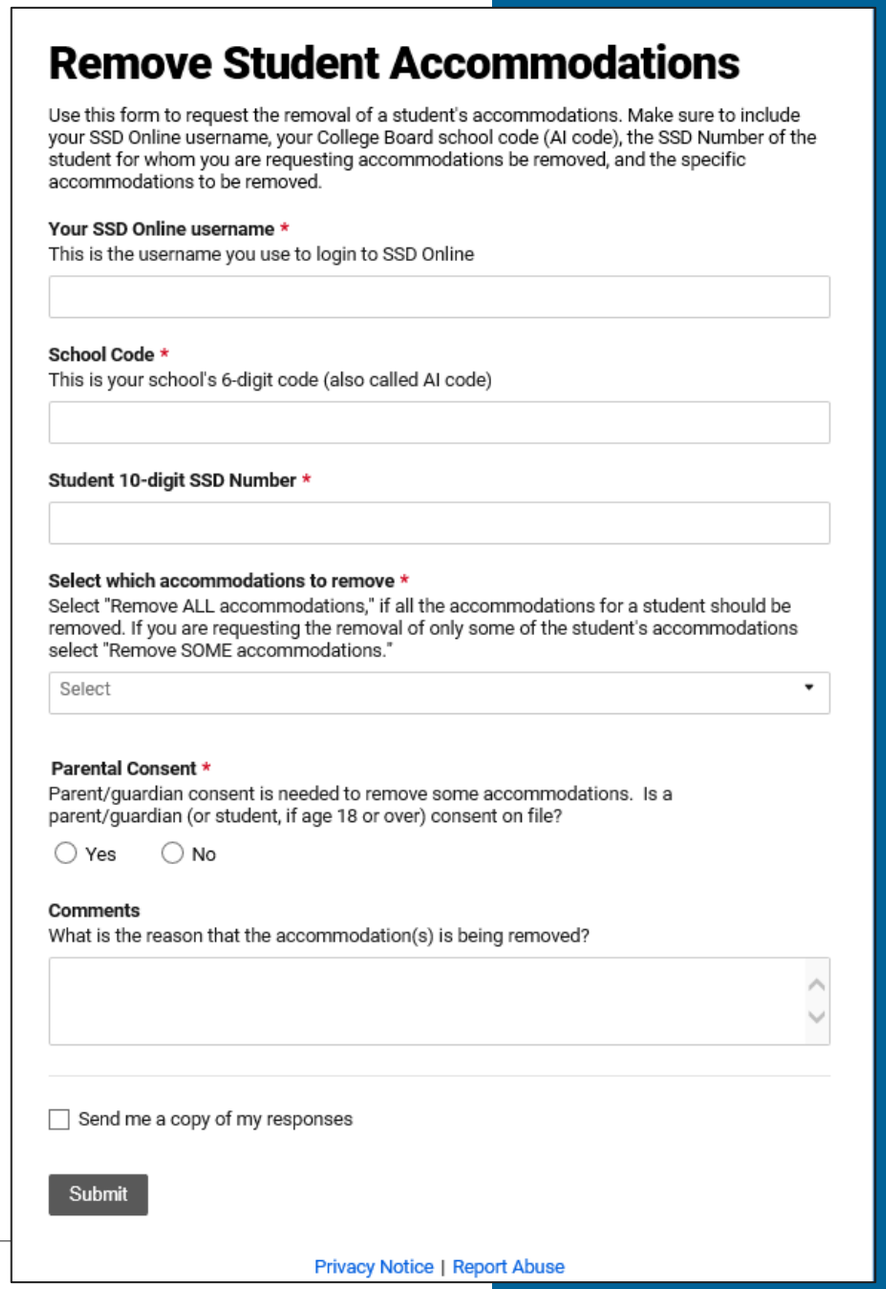


Add an Accommodation

Resubmit a Request (choose option under “Actions” in student profile)

Remove an Accommodation

- **Go to the Student Profile**
- **Complete the Remove Student Accommodation Form on the Profile Page**



Remove Student Accommodations

Use this form to request the removal of a student's accommodations. Make sure to include your SSD Online username, your College Board school code (AI code), the SSD Number of the student for whom you are requesting accommodations be removed, and the specific accommodations to be removed.

Your SSD Online username *
This is the username you use to login to SSD Online

School Code *
This is your school's 6-digit code (also called AI code)

Student 10-digit SSD Number *

Select which accommodations to remove *
Select "Remove ALL accommodations," if all the accommodations for a student should be removed. If you are requesting the removal of only some of the student's accommodations select "Remove SOME accommodations."

Select

Parental Consent *
Parent/guardian consent is needed to remove some accommodations. Is a parent/guardian (or student, if age 18 or over) consent on file?

Yes No

Comments
What is the reason that the accommodation(s) is being removed?

Send me a copy of my responses

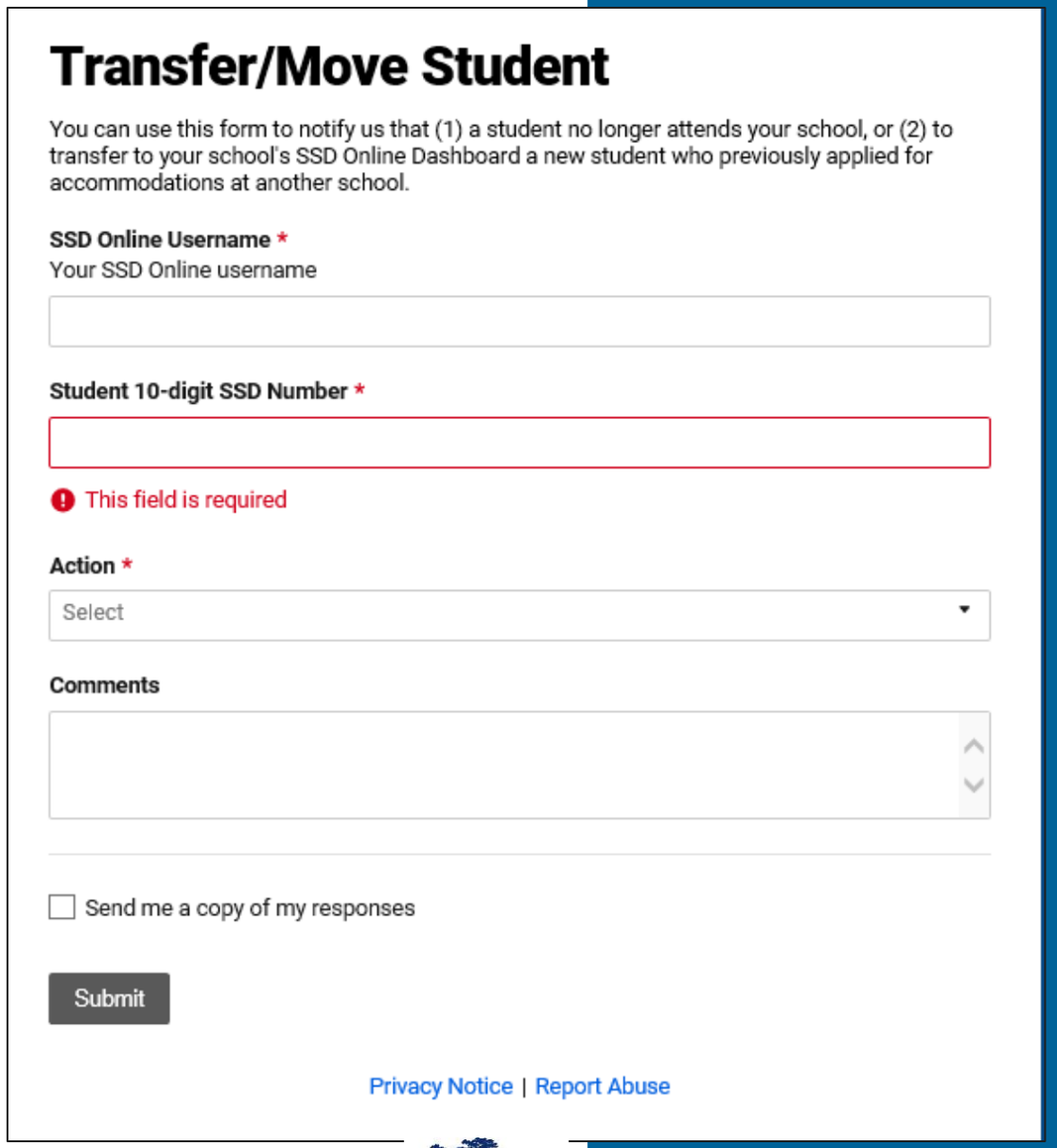
Submit

Privacy Notice | Report Abuse

Transfer Students

Complete the Transfer/Move form to have College Board add or remove a student from you Dashboard

- To add a student, access the form from the SSD Online dashboard
- To remove a student, access the form from that student's profile



Transfer/Move Student

You can use this form to notify us that (1) a student no longer attends your school, or (2) to transfer to your school's SSD Online Dashboard a new student who previously applied for accommodations at another school.

SSD Online Username *
Your SSD Online username

Student 10-digit SSD Number *

This field is required

Action *
Select

Comments

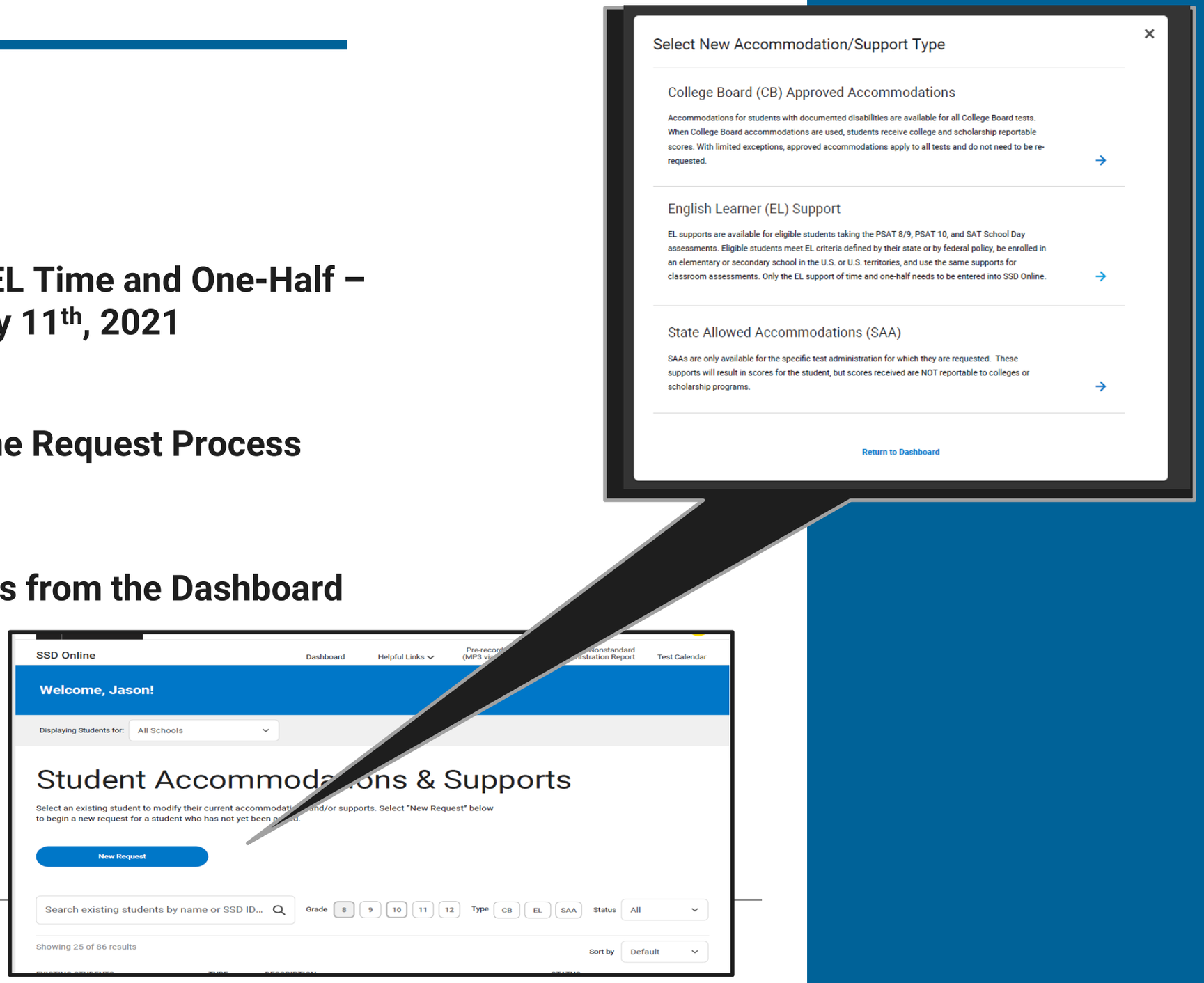
Send me a copy of my responses

Submit

Privacy Notice | Report Abuse

Coming Soon

- **Submitting Requests for EL Time and One-Half – Available Week of January 11th, 2021**
- **Save and Return During the Request Process**
- **Exporting Lists of Students from the Dashboard**



Questions?
Type questions in the Q&A box.

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